









Using PeopleSoft Grids User Procedure


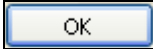


Statewide Management, Accounting and Reporting Tool



Using PeopleSoft Grids

Step	Action
1.	<p>This simulation uses the Invoice Information page to help you learn about grids. To better view the page, collapse the menu pagelet.</p> <p>Click the Collapse Menu button.</p> 
2.	Click the right scrollbar to better view the grid on this page.
3.	Grids look similar to a spreadsheet with column headings , rows , and cells . The cells are equivalent to fields. Fields within a grid may be represented as edit boxes, drop-down list boxes, check boxes, and radio or prompt buttons.
4.	Click the bottom scrollbar to view more of the grid details.
5.	SMART uses navigation buttons and hyperlinks to move through rows of data in a grid. Most often, you find these buttons and hyperlinks in the navigation header for each section with the exception of the Insert Row and Delete Row buttons.
6.	Use the Find link to find a specific row of data in the grid.
7.	<p>Use the View All link to display all rows of data on a page.</p> <p>Note: Depending on the grid setting, the View All link may change to read View 1 so that you can return to the original setting.</p>
8.	<p>Use the Download button to download the contents of a grid to an Excel spreadsheet.</p> <p>Note: Only the rows displayed on the current page are downloaded.</p>
9.	Use the First link to go to the first row of data.
10.	<p>Use the Previous Row arrow to display the previous grouping of rows of data.</p> <p>Note: The Previous Row area is grayed out (not active) right now because you are viewing the first rows of data in the group.</p>
11.	<p>Use the number system for the rows to see the number of rows you are currently viewing.</p> <p>For this simulation, you are currently viewing rows 1-2 of 4.</p>
12.	Use the Next Row arrow to display the next grouping of rows of data.
13.	Use the Last link to go to the last row of data.
14.	<p>For this simulation, view all rows at the same time.</p> <p>Click the View All link.</p> 

Step	Action
15.	<p>Notice that all the rows of data in the grid are now shown.</p> <p>For this simulation, there are a total of four rows of data.</p>
16.	<p>Also notice that for this grid, the View 1 link is now shown. For this simulation, return to the previous view.</p> <p>Click the View 1 link.</p> 
17.	<p>For this simulation, view the next grouping of rows of data.</p> <p>Click the Show next row button.</p> 
18.	<p>Notice that only the next grouping of rows of data are now shown.</p> <p>For this simulation, rows three and four are now shown.</p>
19.	<p>Click the Add Row button to insert a row or rows just below the row you are on. This grid has an Add Multiple Rows button, which is just like the Add Row button only it enables you to insert up to 99 rows at one time. For this simulation, add one new row of data.</p> <p>Click the Add multiple new rows button.</p> <p>Quicktip! You can also press Alt+7 from your keyboard to add multiple new rows.</p> 
20.	<p>A dialog box is displayed prompting you to enter the number of rows to add. Use the Enter number of rows to add field to enter the number of rows you want to add.</p> <p>For this simulation, accept the default value of one.</p>
21.	<p>Click the OK button to add the desired number of new rows and close the window.</p> <p>Click the OK button.</p> 
22.	<p>One new row is now available. Notice the number system for the rows in the grid navigation header now shows 4-5 of 5.</p>





Step	Action
23.	<p>Click the Delete Row button to delete a row. For this simulation, delete the row you just added.</p> <p>Note: The system gives you an error message if you attempt to delete a row of data that you do not have security access to delete.</p> <p>Click the Delete row button.</p> <p>Quicktip! You can also press Alt+8 from your keyboard to delete a row. Click the Delete row button.</p> 
24.	<p>SMART gives you a warning/confirmation message asking if you want to proceed with the deletion. It also reminds you that the row is deleted from the database when a save occurs. However, the row is automatically removed from the grid.</p> <p>Click the OK button.</p> 
25.	Notice the number system for the rows in the grid navigation header now shows 4 of 4 .
26.	Another type of grid is a tabbed grid . A tabbed grid lets you view multiple columns of information without having a bottom scrollbar to view them.
27.	<p>Select a tab to view the additional columns.</p> <p>For this simulation, click the Assets tab.</p> 
28.	<p>Use the Show All Columns button to the right of the tabs to expand the grid columns so that no tabs are visible. This lets you move between all columns by pressing the Tab key or using your browser's bottom scroll bar.</p> <p>Click the Show all columns button.</p> 
29.	<p>Scroll to the right to view all the columns.</p> <p>Click the bottom scrollbar.</p>
30.	<p>Scroll to the right to view all the columns.</p> <p>Click the bottom scrollbar.</p>
31.	<p>Once you have viewed the additional columns, scroll back.</p> <p>Click the bottom scrollbar.</p>
32.	Click the bottom scrollbar.



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33.	<p>Return the grid to its tabbed state.</p> <p>Click the Show tabs button.</p> 
34.	<p>For this simulation, go back to the GL Chart tab.</p> <p>Click the GL Chart tab.</p> 
35.	<p>You have now learned how to use grids and tabbed grids.</p>
36.	<p>You may also encounter grids that can be collapsed or expanded. By clicking the right pointing arrow in front of the grid heading, you can expand a grid that is hidden from view or collapsed. You can use these same buttons to expand and collapse sections on the page that are not in a grid format.</p> <p>Click the Collapse section button.</p> 
37.	<p>Expand the section by clicking the right arrow in front of the section heading.</p> <p>Click the Expand section button.</p> 
38.	<p>Great job! You have successfully completed the Using PeopleSoft Grids topic.</p> <p>End of Procedure.</p>